

ADMINISTRATIVE ANALYST I

DEFINITION

To perform entry-level professional technical and analytical duties related to budgetary, fiscal, organizational and administrative studies and assignments; prepare, administer, and analyze operating and capital improvement budgets; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the Administrative Analyst series. The Administrative Analyst I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbent works under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from assigned supervisor.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Assist in professional technical and analytical duties related to budgetary, fiscal, organizational and administrative studies and assignments; prepare, administer, and analyze operating and capital improvement budgets.

Assist in conducting special studies and assignments; prepare reports, correspondence and summaries; develop and deliver presentations.

Assist in collecting pertinent information from a variety of sources, including but not limited to: department forms, surveys or interviews, professional journals and publications, and various open sources; and file required reports with state agencies.

Review state and federal legislation; forward important legislative information to departments for review and comment; analyze and make recommendations on various legislative issues.

Assist in budget preparation.

Assist in preparing manuals and forms; analyze and recommend improved methods and procedures; provide advice and assistance to departments regarding administrative practices, methods and procedures.

Utilize a variety of databases and computer programs to develop reports, and produce statistical information.

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Organize work, set priorities and follow up to ensure coordination and completion of assigned work.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer services.

Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Basic principles and practices of

Pertinent federal, state, and local laws, policies, codes, and regulations related to area of assignment.

Superior ability in oral and written communication skills.

Computer equipment and software applications related to assignment.

Principles and practices of customer service.

Ability to:

Learn to analyze policy issues, research and compile technical and statistical information, make recommendations and prepare reports.

Learn and apply applicable laws, policies, rules and regulations.

Prioritize and coordinate several work activities and follow up as required; research, organize, and maintain accurate office files.

Plan and organize work to meet changing priorities and deadlines.

Use initiative and sound independent judgment within established guidelines.

Operate standard computer and office equipment related to assignment.

Communicate clearly and concisely, both orally and in writing; communicate effectively with the public, outside agencies, business community and City Council.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of experience in one of the following areas: policy and procedure interpretation, budget and fiscal analysis, special studies and projects or general administration. Local government experience is desirable.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in Business Administration, Public Administration or a related field.

License or Certificate

Possession of a valid California driver's license.

PHYSICAL DEMANDS

On a continuous basis, sit at desk for long periods of time. Intermittently twist and reach office equipment; use telephone, write or use keyboard to communicate through written means; may lift light weight. See in the normal vision range with or without correction to read typical business documents and computer screens; hear in the normal range with or without correction.

WORKING ENVIRONMENT

Primary work is performed within an even-floored, carpeted, and air-conditioned office environment with fluorescent lighting and a moderate noise level. Some movement is required from office-to-office and there is occasional exposure to the external environment when going to outlying offices or meetings. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.